

## A. How to register for a user ID as a Coordinator:

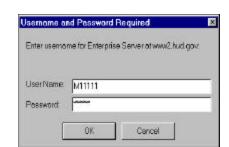
- 1. Open your Web browser (e.g., Netscape
- 2. In the *Location* field, type in the following URL address: *www.hud.gov/reac*. The **REAC** Web page displays on your screen.
- 3. Click on the online systems link on the left side of the page. The Online Systems page displays.
- 4. Under the "Single Family Appraisal Quality System Access" heading, click on the <a href="here">here</a> link. The **Secure Connection Information** page displays.
- 5. Scroll down to the "Registration Form" section. Click on the <u>AQA Contractor Registration</u> link. The AQA Contractor Registration form displays.
- 6. Click on the Coordinator Application Type radio button.
- 7. Complete the form by filling out all of the fields. Remember the password you choose AND how you enter it (uppercase/lowercase)!
- 8. Click on the Send Application button.

## B. How you get your user ID:



## C. How to log in to HUD's secure systems to access SASS on line:

- 1. Open your Web browser (e.g., Netscape 2.).
- 2. In the *Location* field, type in the URL address: http://www.hud.gov/reac The **REAC** Web Page displays on your screen.
- 3. Click on the online systems link on the left side of the page.
- 4. Click on the button. The "User Name and Password Required" window pops up.
- 5. Type your user ID in the User Name field.
- 6. Tab to the *Password* field and type in your password.
- 7. Click on the button. The Legal Warning page displays.
- 8. Read the warning and then click the Continue button. The **Secure Systems** page displays.



Your user ID and password are case-sensitive. (uppercase/lowercase)

- 9. Read and follow the step-by-step system administration instructions in the *System Security Quick Reference Guide for AQA Contractors and Review Appraisers* to:
  - a. establish yourself as the Coordinator in the system, and
  - b. provide Users system role(s) as necessary.